

**The Minutes of the 20th Meeting of the Executive Council held on 28th June 2014
at 9:00 am at Kanchenjunga Management Block, Sikkim University, Gangtok.**

The following members were present:

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|----------------------------------|---|-----------------|
| 1. Prof. T.B. Subba | - | Chairman |
| 2. Shri Sonam Wangdi | - | Member |
| 3. Prof. S.C. Singh | - | Member |
| 4. Dr. (Smt.) Kiran Datar | - | Member |
| 5. Prof. Ashum Gupta | - | Member |
| 6. Prof. Atul Sarma | - | Member |
| 7. Dr. R. R. Rao | - | Member |
| 8. Dr. Dhaniraj Chettri | - | Member |
| 9. Prof. J.P. Tamang | - | Member |
| 10. Prof. Pratap Chandra Pradhan | - | Member |
| 11. Dr. Sohel Firdos | - | Member |
| 12. Dr. Subir Mukhopadhyay | - | Member |
| 13. Prof. Irshad Ghulam Ahmed | - | Member |
| 14. Dr. Nawal Kishore Paswan | - | Member |
| 15. Shri D. Kanunjna | - | Special invitee |
| 16. Shri T.K. Kaul | - | Secretary |

Dr. Thomas Chandy, Secretary, HRDD was represented by Mrs. Dipa Basnet, Director (Higher Education), HRDD, Govt. of Sikkim.

Regrets were received from the following members:

1. Prof. A.N. Rai
2. Prof. V.S. Prasad

Chairman welcomed all the members of the Executive Council. He specially welcomed Prof. Irshad Ghulam Ahmed who was attending the meeting for the first time as the senior-most Professor other than Dean. Thereafter, the agenda items were taken.

**SECTION-1
CONFIRMATION OF THE MINUTES AND ACTION TAKEN REPORT**

EC20.1.1: Confirmation of the minutes of the 19th Meeting of the Executive Council held on 31st March 2014

Minutes of the 19th Meeting of the Executive Council held on 31st March 2014 were circulated to all the members on 22nd April 2014. No comments were received from any of the members of the Council. The Chairman proposed for confirmation of the minutes of the meeting.

Minutes of the 19th meeting of the Executive Council held on 31st March 2014 were thereafter confirmed.

EC20.1.2: Action taken report on the minutes of the 19th meeting of the Executive Council held on 31st March 2014

Registrar presented the action taken report as given in Annexure 2 of the Agenda papers. An updated list of joining report of newly recruited faculty members was circulated. The Council noted the action taken report.

SECTION - 2 REPORTING ITEMS

EC20.2.1: Cancellation of offer of appointments

a) Cancellation of selection of Dr. Salina Thapa under OBC category

Chairman informed that offer of appointment to the post of Assistant Professor to Dr. Salina Thapa in Deptt. of History under OBC category was not issued. During the process of verifying the documents, it was found that the OBC certificate submitted by Dr. Thapa had the validity only within the state of West Bengal and did not fall under the Central list of OBC. The Council advised that care should be taken at the time of screening and interview for proper verification of the documents submitted by the candidates. With cancellation of selection of Dr Salina Thapa, the post has fallen vacant and shall be re-advertised.

b) Cancellation of offer of appointment for post of Professor in respect of Dr. Harprit Kaur

Dr. Harprit Kaur in her e-mail dated 29.05.2014 expressed her inability to join Sikkim University citing personal reasons. The University has accepted her decision and subsequently cancelled the offer of appointment. As there is no wait-list in the panel, the post has been marked as vacant and shall be re-advertised.

c) Cancellation of offer of appointment of Ms. Tenzin Choden Bhutia for the post of Assistant

Two candidates were issued offers of appointment for the posts of Assistant. Mrs. Prava Mukhia joined her duty on 23.04.2014. However, Ms. Tenzin Choden Bhutia has sent email on 03.06.2014 conveying her inability to join the University. The University has accepted her decision and subsequently cancelled her offer of appointment. Since there is a wait-list in the panel, the Council approved issue of offer of appointment for the post of Assistant to the next person under unreserved category (UR) to Ms. Renuka Chettri (Asstt/163).

d) Cancellation of offer of appointment of Dr. V. Rama Devi for the post of Associate Professor in Commerce Department

Dr. V. Rama Devi was selected as Associate Professor in Commerce as well as Management departments but she decided to join the Department of Management. Consequent upon her joining the Department of Management, the offer to her as Associate Professor of Commerce stands cancelled and the post shall be re-advertised.

TABLE ITEM

EC20.2.2: Court Cases

The Council was informed that in the 16th meeting held on 17th March 2013 it was reported that the following three cases involving the University were pending in the High Court of Sikkim:

1. Rajendra Prasad Vs Sikkim University
2. Ravangla Aastha Association Vs Sikkim University

3. Sikkim University Vs Sikkim State Human Rights Commission

Since then one more case was filed by Mr Pradeep Kumar Rai & An. Vs. State of Sikkim and others (including Sikkim University). This case related to acquisition of land by the State Government for the University. During arguments on 20th June 2014 in the case, counsel for the petitioner (Pradeep Kumar Rai and another) submitted that he be permitted to withdraw the writ petition with liberty to approach the concerned Court under Section 18 of the Land Acquisition Act. The High Court of Sikkim dismissed the writ petition as being withdrawn with liberty to the petitioner, as prayed for.

In the case of Ravangla Aastha Association vs Sikkim University, the writ petition stands disposed off on 23rd June 2014 with liberty to the petitioners to file a representation to Ministry of Human Resource Development, Govt. of India with all necessary facts and documents within a period of six weeks. The MHRD may consider/examine the allegations and make an enquiry in case there is any necessity and in case the allegations are prima facie found to be proved, then to initiate appropriate proceedings against the then Vice-Chancellor and the then Registrar or any other officer, who is found guilty, within a period of six months from the date of receipt of representation.

SECTION – 3 RATIFICATION MATTERS

EC19.3.1: Constitution of School Boards

The Council ratified the action of the Vice-Chancellor in constitution of first School Boards of all Schools of Studies as given in **Appendix -1**.

SECTION – 4 MATTER FOR CONSIDERATION AND APPROVAL

EC20.4.1: Creation of non-teaching posts sanctioned by the UGC

The Vice-Chancellor informed the Council that UGC has approved 73 non-teaching posts in different categories under XII Plan allocation. Out of these, 35 posts have been created by the Council in its 17th, 18th and 19th meetings. The University has recently appointed 61 new regular faculty members resulting the faculty strength to reach around 130. Against this University has only 47 non-teaching staff to manage all the affairs. Moreover, the no. of students has also increased. Consequent to the augmentation in the strength of the faculty members and students of the University, the present non-teaching staff in place has proved insufficient resulting in extreme difficulty to run the day-to-day operations of the University. Since the recruitment is a time taking process, if the post is not created in time, the same may remain unfilled at the end of the XII Plan period.

Some members stressed on professionalism amongst non-teaching staff and organizing training programmes for them. After discussion the Council approved creation of the remaining 38 non-teaching posts as per the details given below:

Ministerial

Sl. No.	Post	Pay Band	Grade Pay	No. of Posts
1.	Assistant	9300-34800	4200	1
2.	Upper Division Clerk	5200-20200	2400	1
3.	Lower Division Clerk	5200-20200	1900	4
4.	MTS	5200-20200	1800	2
5.	Driver	5200-20200	1900	3

Secretarial Staff

1.	Personal Assistant	9300-34800	4200	2
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Library

1.	Deputy Librarian	37400-67000	8000	1
2.	Information Scientist	15600-39100	5400	1

Laboratory

1.	Technical Assistant	5200-20200	2800	7
2.	Laboratory Assistant	5200-20200	2000	3
3.	Laboratory Attendant	5200-20200	1800	2

Health Centre

1.	Medical Officer	15600-39100	5400	1
2.	Pharmacist	5200-20200	2800	1

Guest House/Hostel

1.	Public Relation Officer	15600-39100	5400	1
2.	Lower Division Clerk	5200-20200	1900	1
3.	Cook	5200-20200	1900	2
4.	Kitchen Attendant	5200-20200	1800	2
5.	Hostel Attendant	5200-20200	1800	2

EC20.4.2: Appointment of Teaching Staff on contract/Extension of contract

The Council approved appointment of Prof. Anup K. Datta as Professor on contract in the Department of Peace & Conflict Studies and Management on the same terms and conditions as are applicable to other Professors in the University on contract. The Council also extended contractual appointment of the following for the period of one year from the dates shown against each on the existing terms & conditions.

Sl. No.	Name and Designation	Date of extension
1.	Prof. P.K. Sharma, Professor, Department of Mathematics	01/08/2014
2.	Dr. Niladri Bag, Assistant Professor, Department of Horticulture	01/07/2014
3.	Mrs. Parvinder Kaur, Assistant, English Language Lab	01/07/2014

EC20.4.3: Formation of Sikkim University Alumni Association

The Vice-Chancellor informed the Council that Alumni Association is yet to be formed in the University. Alumni Association provides opportunities for community service, act as goodwill ambassador for the University, serve as effective interlocutors, provide advice and support to the University, suggest frontline research areas, offer career advice and also provide financial assistance.

Statute 38 (1) of the University empowers formation of an Alumni Association. A draft Regulation for Alumni Association and a draft Memorandum of Association was placed for consideration of the Council.

The Council after discussion approved the draft Regulations and Memorandum of Alumni Association as placed at **Appendix -2**.

EC20.4.4: Leave for higher studies

a) Application of Dr. Sudarsan Tamang for extraordinary leave for a period of two years

The Council after deliberation approved grant of extra ordinary leave to Dr. Sudarsan Tamang, Assistant Professor, Deptt. of Chemistry for a period of two years for taking the offer of visiting scholar (post-doctoral) at Korea Institute of Machinery and Material, Deajon, South Korea.

b) Application of Shri Manoj Das for one-year Study leave

The Council after deliberation approved grant of one year's study leave to Shri Manoj Das for pursuing his Ph.D. Programme in Journalism and Mass Communication at Jamia Millia Islamia, New Delhi.

TABLE ITEMS

EC20.4.5: Recruitment & Promotion Rules (Non-Teaching Staff) 2014

Registrar presented this item. He informed the Council members that the draft recruitment & promotion rules have the following features:

- i) All posts have been categorized under various cadres like-
 - Administrative Cadre;
 - Secretarial Cadre;
 - Library Cadre;
 - Laboratory Cadre;
 - Computer Cadre;
 - Engineering Cadre;
 - Security Service Cadre;
 - Medical and Health Care Cadre;
 - Official Language Cadre &
 - Miscellaneous Cadres

Some isolated posts like Public Relation Officer, Driver, Cook etc have been included in the Miscellaneous Cadre.

- ii) Placement of advertisement for direct recruitment has been defined.

- iii) Procedure for direct recruitment like selection through interview; written test; written test and interview; written test and skill test; written test, skill test and interview; have been defined.
- iv) Composition of selection committees for direct recruitment, composition of screening committees for applications received for direct recruitment and the Departmental Promotion Committees (DPC) have been defined and categorized on the basis of Grade Pay.
- v) All non-teaching posts sanctioned so far by the University Grants Commission have been incorporated.
- vi) Mode of recruitment under each category of the posts have been defined.
- vii) For promotion, the eligibility criteria and the procedure have been defined for each post. Whereas, it has been proposed as seniority-cum-selection for senior positions with the methods and the criteria for selection defined elaborately. At the middle levels, promotion have been proposed under:
 - Normal promotion
 - Departmental competitive examinations

At the lower levels, the promotions have been proposed on seniority-cum-fitness basis.

The Council after deliberation approved the Recruitment & Promotion Rules provided that it is vetted by an HR expert.

EC20.4.6: MoU with ICAI

The Council noted that the draft MoU proposed between Institute of Chartered Accountants of India and Sikkim University is to institute a Gold Medal for the topper of B.Com. (Honours). For this, ICAI has agreed to provide an Endowment Fund with a corpus of ₹1,25,000/- to the University. The Council approved the draft MoU with ICAI.

EC20.4.7: Report of Committee of the Grievance Redressal Cell

Before this item was taken up, the Chairman asked Dr. Sohel Firdos not to participate in the deliberations as his name appears in the reports. Dr. Sohel Firdos then left the room. The Chairman thereafter asked the Registrar to present the item.

Registrar gave brief about the complaint lodged by Ms. Soma Sarkar to the Women's Cell against some students who had taken her photograph in the train at NJP when she was travelling along with Dr. Sohel Firdos for obtaining visa for going to Germany. The Women's Cell after seeking depositions from a number of persons on both the sides, concluded that there was mis-representation of facts by Ms Soma Sarkar and she misguided the Women's Cell and gave some recommendations in respect of Ms. Soma

Sarkar. The Vice-Chancellor on the recommendations of the Women's Cell ordered as under:

- i) Ms Soma Sarkar, on a day and at a time specified by the Women's Cell to do the following:
 - Submit a written apology to Women's Cell for misguiding it; and
 - Seek apology of Shahid Ali and Dr. Abdul Hannan for making baseless charges against them;
 - To divest her of prefectship in Rangeet Girls' Hostel.

Ms Soma Sarkar did not complain about being divested of the position of the Prefectship of Rangeet Girls' Hostel but submitted a representation to the Vice-Chancellor stating:

- i) that she disagreed with the conclusions of the Women's Cell that she misguided it;
- ii) that her statement was based on fact as Mr. Mahbub took her photograph, which he too confessed in front of Women's Cell. The incident took place at around 5:00am at NJP. As such he could reach Gangtok and attend classes on that day as it takes 4 hours to reach Gangtok in the morning hours;
- iii) that her peer group & class friends told her that Dr. Abdul Hannan was instrumental in guiding both Mr. Mahbub and Mr. Shahid in defaming her name and character assassination and he asked about her whereabouts from her friends and classmates.
- iv) that she has strong reservations against the procedure followed by Women's Cell in investigating this case as no written notice with a reasonable time was given to persons to testify before it as per standard procedure.
- v) that instead of investigating the specific incidence about which she complained, the Cell went much beyond this and tried to ask questions like where she went, why she went, where she stayed and so on.

She thus requested the Vice-Chancellor to look into the matter and review the decision. The matter was referred to Grievance Redressal Cell under Ordinance OE-6. A committee was constituted as provided under Ordinance under Grievance Redressal Cell. As per report of Grievance Redressal Committee, Ms. Bandana Pradhan, representing Ms. Soma Sarkar in the committee failed to produce any substantial argument or proof to support the complainant/ appellant's claim that the photos taken were indeed circulated to the students and faculty members of the University. Since the photos were not circulated, the apprehension of the complainant/ appellant that the circulation of the same defamed her and resulted in character assassination could not be proved. Committee members were of the opinion that the decision/order issued vide letter No: SU/2011/REG-03/CE-23/GSU-CF-001/1384/2672 be retained. The said

letter was issued to Ms. Soma Sarkar on 22nd April 2014 based on the orders of the Vice-Chancellor on the report submitted by the Women's Cell and asked her to submit:

- i) A written apology to women's cell for misguiding it, and
- ii) Tender apology to Mr. Shahid Ali and Dr. Abdul Hannan for making baseless charges against them.

The matter was discussed thread bare. After thorough deliberations it was decided that the case be dealt with by the Vice-Chancellor for appropriate decision keeping in mind.

- i) Taking of the photo as well as
- ii) Circulation of the photo.

EC20.4.8: Lease accommodation for employees

The item was presented by Shri D. Kanunjna, Advisor (Finance). He briefed the Council that in its 18th meeting held on 8th Dec 2013 it accorded approval of rental subsidy to all outstation employees, including contractual employees who have gone through proper selection procedure, till the University moves to its own campus with its own houses for employees and it would be applicable to only one of the spouses. A Committee of following members was constituted to recommend the upper limit upto which the University would bear the lease rent for providing accommodation to its employees from outside Gangtok in lieu of quarters.

1. Shri. D. Kanunjna, Advisor (Finance)
2. Dr. N. Sathyanarayana, Associate Professor
3. Dr. Nidhi Saxena, Assistant Professor
4. Ms. Grace Dechen Chankapa, Assistant Registrar-Convener

In its report dated 26th June 2014 the Committee recommended the following upper limit upto which the University would bear the lease rent for providing accommodation to its employees from outside Gangtok.

Grade Pay	Limit upto which University will bear over and above HRA
10,000 and above	₹ 6,000
7,600 to less than 10,000	₹ 5,000
5,400 to less than 7,600	₹ 3,000
4,200 to less than 5,400	₹ 2,500
1,900 to less than 4,200	₹ 1,500
Upto 1,900	₹ 1,000

The Council considered the matter and after discussion it accepted the recommendations of the committee. In so far as the old cases are concerned,

the Council after deliberations decided they be given benefit at old rates. New slabs as recommended by the committee would be applicable prospectively.

EC20.4.9: Completion of probation period by Dr. Nidhi Saxena, Assistant Professor

In view of satisfactory performance report and remarks of the In-charge and the Dean, the Council decided to lift probation of Dr. Nidhi Saxena, Assistant Professor and confirm her in the services of the University with effect from 27.01.2014.

**SECTION -5
MINUTES OF AUTHORITY/COMMITTEES**

EC20.5.1: Minutes of the 15th meeting of the Academic Council held on 13th June 2014.

The Council considered and approved the minutes of the meeting of 15th Academic Council held on 13th June 2014 (**Appendix-3**) approving the minutes of the 1st meeting of the College Development Council held on 30th May 2014 and minutes of the 2nd meeting of the Affiliation Committee held on 29th May 2014.

The meeting ended with a vote of thanks to the chair

**Sd/-
(T.K.Kaul)
Registrar & Secretary**

**Sd/-
(Prof. T.B. Subba)
Vice-Chancellor & Chairman**



SU/2014/REG-03/SB/2853/2710

Date: 24.04.2014

NOTIFICATION/ 19 /2014

In exercise of powers conferred upon Statute 15(2) of the Sikkim University Act and Ordinance OA.4, the Vice-Chancellor is pleased to constitute the first School Boards of various Schools of the University with the following members:

(i) SCHOOL BOARD FOR SCHOOL OF SOCIAL SCIENCES

1	Dr. Nawal K. Paswan, Dean, School of Social Sciences	Chairman
2	Heads/In-charge of the Departments in the School	Member
3	Ms. Sangmu Thendup, Assistant Professor, Department of History	Member
4	Mr. Bidhan Golay, Assistant Professor, Department of Political Science	Member
5	Dr. Binu Sundas, Assistant Professor, Department of Sociology	Member
6	Dr. Nidhi Saxena, Assistant Professor, Department of Law	Member
7	Dr. Sebastain N, Assistant Professor, Department of International Relations	Member
8	Dr. Ruma Kundu, Assistant Professor, Department of Economics	Member
9	Dr. Salvin Paul, Assistant Professor, Department of Peace & Conflict studies	Member
10	Dr. Uttam Lal, Assistant Professor, Department of Geography	Member
11	Mr. Bivek Tamang, Assistant Professor, Department of Commerce	Member
12	Prof. Savita Pande, Chairperson, South Asian Studies, School of International Studies, JNU, Delhi	Member
13	Prof. Mushtaq A. Kaw, Professor of History, Central Asian Studies Programme, University of Kashmir	Member
14	Prof. Monirul Hussain, Department of Sociology, Gauhati University, Assam	Member

(iii) SCHOOL BOARD FOR SCHOOL OF PROFESSIONAL STUDIES

1	Dr. A.N Shankar, Dean, School of Professional Studies	Chairman
2	Heads/In-charge of the Departments in the School	Member
3	Dr. S. Manivannan, Associate Professor, Department of Horticulture	Member
4	Mr. Veer Mayank, Assistant Professor, Department of Law	Member
5	Prof. Samiran Dhar, Department of Commerce, North Bengal University, Siliguri	Member
6	Prof. Sanjay Bandyopadhyay, Allauddin Khan Professor, Department of Instrumental Music, Rabindra Bharati University, Kolkata	Member
7	Prof. Sunil Kumar Dutta, Department of Mass Communication, Tezpur University	Member

(iii) SCHOOL BOARD FOR SCHOOL OF HUMAN SCIENCES

1	Dr. Sohel Firdos, Dean, School of Human Sciences	Chairman
2	Heads/In-charge of the Departments in the School	Member
3	Dr. Nutankumar S. Thingujam, Assistant Professor, Department of Psychology	Member
4	Dr. Rafiul Ahmed, Assistant Professor, Department of Geography	Member
5	Dr. Manish, Associate Professor, Department of International Relations	Member
6	Dr. N. Sathyanarayana, Associate Professor, Department of Botany	Member
7	Prof. Barun Mukhopadhyay, Biological Anthropology Unit, Indian Statistical Institute, Kolkata	Member
8	Prof. Maitreyee Choudhury, Centre for Himalayan Studies, North Bengal University, Siliguri	Member

(iv) SCHOOL BOARD FOR SCHOOL OF LIFE SCIENCES

1	Prof. Tyoti Prakash Tamang, Dean, School of Life Sciences	Chairman
2	Heads/In-charge of the Departments in the School	Member
3	Dr. Sohel Firdos, Associate Professor, Department of Geography	Member
4	Dr. Subir Mukhopadhyay, Associate Professor, Department of Physics	Member
5	Dr. Dhani Raj Chettri, Associate Professor, Department of Botany	Member
6	Dr. B.M Tamang, Assistant Professor, Department of Microbiology	Member
7	Dr. Sujata Upadhyay, Assistant Professor, Department of Horticulture	Member
8	Prof. Dr. D.J. Bagyaraj, FNA, Professor (Retd.) & INSA Senior Scientist, Department of Agricultural Microbiology, University of Agricultural Sciences, GKVK Campus, Bangalore	Member
9	Prof. Dr. M.K Pandit, Department of Environmental Studies, University of Delhi	Member
10	Dr. Min Bahadur, Head & Associate Professor, Department of Zoology, North Bengal University, Siliguri	Member



सिक्किम विश्वविद्यालय
(भारतके संसदके अधिनियमद्वारा स्थापित केन्द्रीय विश्वविद्यालय)

SIKKIM UNIVERSITY

(A Central University established by an Act of Parliament of India)

(v)

SCHOOL BOARD FOR SCHOOL OF PHYSICAL SCIENCES

1	Dr. Subir Mukhopadhyay, Dean, School of Physical Sciences	Chairman
2	Heads/In-charge of the Departments in the School	Member
3	Dr. Amitabha Bhattacharya, Associate Professor, Department of Physics	Member
4	Dr. Ajay Tripathi, Assistant Professor, Department of Physics	Member
5	Dr. Somendranath Chakraborty, Assistant Professor, Department of Chemistry	Member
6	Dr. Nischal Wanjari, Assistant Professor, Department of Geology	Member
7	Ms. Rebika Rai, Assistant Professor, Department of Computer Applications	Member
8	Dr. Manju Rana, Assistant Professor, Department of Horticulture	Member
9	Dr. Uttam Lal, Assistant Professor, Department of Geography	Member
10	Prof. Arun Chattopadhyay, Department of Chemistry, Indian Institute of Technology, Guwahati	Member
11	Prof. Himadri Mukherjee, Department of Mathematics, NEHU, Shillong	Member
12	Prof. Somendra Mohan Bhattacharjee, Institute of Physics, Bhubaneswar	Member

(vi)

SCHOOL BOARD FOR SCHOOL OF LANGUAGE & LITERATURE

1	Prof. Pratap C. Pradhan, Dean, School of Language & Literature	Chairman
2	Heads/In-charge of the Departments in the School	Member
3	Dr. A. N Shankar, Associate Professor, Head, Department of Management	Member
4	Dr. Sohel Firdos, Associate Professor, Head, Department of Geography	Member
5	Prof. Aparna Bhattacharyya, Department of English, Guwahati University	Member
6	Prof. Ghanashyam Nepal, Department of Nepali, North Bengal University, Siliguri	Member

The term of the Office of the members other than that of Dean, Heads of the Department and Professor shall be for 3 years.

The power and function of the Board will be as prescribed in the ordinance on the School Boards.

Tej Kishan Kaul
(T.K Kaul)
Registrar

Distribution:

6. PS to VC for the kind information of the Vice-Chancellor
7. PS to Registrar for the kind information of the Registrar
8. All the members concerned
9. Office Copy
10. Guard File

REGULATIONS OF SIKKIM UNIVERSITY ALUMNI ASSOCIATION

1. Definitions:

- a) “Governing Body” means the body which will manage the affairs of the society under the regulations.
- b) “Member” means the individual or the institutions or the body corporate admitted as the member of the society.
- c) “Memorandum of the Association” means the Memorandum of Associations as under Part I of the present set of documents with the objects and names of the first members of the Governing Body including therein.
- d) “President” (or Chairman or Chairperson as the case may be) means the formal head and includes one who acts as the formal head for the time being.
- e) “Vice President” (or Working president or Vice Chairman or Vice Chairperson as the case may be) means one who is next or the formal head and acts as formal head in absence of the regular formal head.
- f) “Regulations” means the present document.
- g) “Secretary” (or General Secretary) means the Principal Executive Officer of the society as well as the Governing Body.
- h) “Assistant Secretary” means the Principal Executive Officer of the Society in case the regulars Principal Executive Officer is not available.
- i) “Treasurer” means the person who shall supervise the management of funds of the society to the extent empowered by the Governing Body.

2. Governing Body:

2.1 The composition of the Governing Body:

The Governing Body shall comprise minimum of 7 (seven) members. The Office bearers shall include President (or Chairman or Chairperson), Vice President (or Working Presidents or vice-President or Vice–Chairperson), Secretary (General Secretary),

Assistant Secretary and Treasurer. The remaining persons shall be members of the Governing body.

2.2 Manner of election or appointment:

The members of the Governing Body shall be elected by the general members in the annual general meeting every three years (or at a regular interval of specified number of years). The elected members in equal number to the number of post of office bearers shall be appointed to the posts of different office bearers in the Annual General Meeting or in the First meeting of the Governing Body of the newly elected members.

Removal of any member of the governing body shall automatically apply if the concerned member disqualifies himself or herself by virtue of his/her act.

Removal of any member of the Governing Body shall also be effected for anti-society activities prejudicial to the interest of the society. However, in such cases, the concerned members shall be afforded reasonable opportunity of self defense by serving upon him show-cause notice. The reply to the show-cause notice should be submitted within three weeks and on receipt of the same it shall be examined by the Governing Body. In case, the member does not reply within 3 weeks, the Governing Body shall examine the papers and records substantiating the proof of the member's anti-society activities. The decision of the Governing Body in respect of the concerned member's removal shall be binding upon him. However, no consequential damage or loss in case of subsequent withdrawal of removal of the member by the Governing Body shall be granted.

2.3 Term of Office of the members of the Governing Body, the President, Secretary and other officers:

The terms of office shall be 3 years (or such number of years as may be decided upon) and in consonance with 2.2. *ibid*.

The old Governing Body shall make over charge to the newly elected Governing Body within 30 days from the date of election.

3. Membership:

3.1 Admission to membership:

Any person including an artificial juridical person eligible to enter into a contract irrespective of the gender, faith or caste may be admitted as a member of the society provided he/she agrees to be guided by the Memorandum of Association and regulations of the Society.

The Governing Body shall be satisfied that the member admitted has interest in the advancement of the objects of the organization and thereby Governing Body shall be the final authority to admit or refuse to admit a person as a member.

The above shall not be applicable to the first members of the Governing Body as they happen to be automatically the only members of the society at the time of registration of the society and till new members are admitted.

3.2 Resignation and Removal of members or automatic cessation of membership:

Para 2.2 as applicable to the members of the Governing Body shall apply to all members of the society.

3.3 Classes of members:

a) Individual Member: An Individual qualified to be a member of the society in terms of Para 3.1 *ibid* may be called an individual member of any of the following categories viz.,

i). *Ordinary Member* –by paying ordinary membership fee as may be determined by the society from time to time and enjoying voting right;

ii) *Honorary Member* - by accepting the offer of membership of honour or dignity without voting right.

iii) *Associate Member* –by making himself eligible to avail of certain services on payment of the periodic requisite fees as may be fixed by the society from time to time and without enjoying voting rights.

iv). *Life member*: by paying life membership fee as may be determined by the society from time to time and enjoying voting right.

b) Institutional (or corporate) Member: An artificial juridical person or body corporate interested in the advancement and furtherance of the objects of a society may become the institutional (or Corporate) member by paying such membership fee as may be fixed by the society from time to time. The Chief Executive or any other officer as may be nominated by the concerned society shall represent the society and enjoy the voting rights on behalf of the society.

3.4 Rights and obligations of Members:

- a) To cast vote or to be elected (if member has voting right) in the society's election.
- b) To suggest ways for the society's improvement.
- c) To inspect accounts and proceedings with prior appointment.
- d) To clear all dues relating to the membership in time.
- e) To uphold self-esteem and hold the society in high esteem.

4. Maintenance of register of members and facilities for inspection thereof by the members:

The Society shall maintain the register of members and any member may requisition for the register and the register shall be open for his/her inspection on the appointed date and time in the registered office.

5. The Safe custody of the property of the society, including the manner of keeping or investing and money of the society:

- a) The property of the society shall be deemed to have been vested in the Governing Body and Governing Body shall manage its affairs properly.
- b) The funds and the money of the society shall be kept or invested in banks, post offices and other institutions as may be decided by the Governing Body of the Society from time to time in the best interest of the Society.
- c) Operations of such financial accounts shall be done jointly by the Secretary and the Treasurer.

6. Meeting and Voting:

6.1 Classes of meetings and incidence of meetings

- a) ***Governing Body Meeting:*** At least one meeting of the Governing Body shall be held in a year. More than 50% of the members shall be in positions to requisition a meeting of the Governing body which shall be convened by the Secretary within 7 days failing which the requisitionists themselves shall call such meeting and the decision of the meeting shall be binding upon the Governing Body.
- b) ***Annual General Meeting:*** The Annual General Meeting shall be convened by the Secretary every year. The agenda of the meeting shall include (i) confirmation of the proceedings of the last annual general meeting (ii) acceptance of the annual report on the activity of the society (iii) acceptance of the audited accounts of the immediately past accounting year, (iv) any other matters of importance and (v) election, if due.
- c) ***Extra-ordinary General Meeting:*** The Governing Body shall convene an Extra-Ordinary General Meeting in case the next Annual General Meeting is not due to be held in future, to take up such issues which require general members' participation such as settlement of a constitutional crisis, settlement of a matter which may cause harm to the interest of the

society, any change or amendment required in the memorandum of Association or Regulations of the society, etc.

- d) *Special General Meeting on Requisition*: More than two thirds of the total members enjoying voting rights may requisition such meeting. The Governing Body shall convene such meeting within 4 weeks from the date of requisition. In case of the Governing Body does not convene the meeting, the requisitionists themselves shall call the meeting and decisions taken in the meeting shall be binding upon the society.

6.2 Quorum:

One third members personally present shall constitute quorum in all the above four classes of meetings under 6.1 *ibid*.

6.3 Method of Voting:

In case of the voting for election in the Annual General Meeting the Chairman of the meeting shall explain the method of voting and the manner of election. In case of other meetings, voting shall be applicable only if there is tie on any issue of decision making. The Chairman of the respective meetings shall have a casting vote in those meetings.

6.4 Period of Notice:

- a) The Meeting of the Governing Body shall require 7 days' notice specifying place, time and items of discussion. In case of emergent meeting, no notice, if mutually agreed upon by the members, shall be required.
- b) The annual General Meeting shall require 21 clear days' notice specifying venue, date and time of the meeting.
- c) The Extraordinary General Meeting shall require 14 clear days' notice specifying venue, date and time of the meeting
- d) The special General Meeting on requisition shall require 7 days' notice specifying venue, date and time of the meeting.

6.5 Proxy:

Proxy shall not be accepted in any election.

6.6 General Procedure of Meeting:

All classes of meetings shall be chaired by the President (or Chairman or Chairperson) of the society and in his/her absence by the Vice President of the society or any other person so selected. Majority decision shall prevail with Chairman's casting vote, if need be.

7. The Maintenance and audit of Accounts:

7.1 Accounts of all expenditures of the association shall be maintained and audited periodically.

7.2 Accounting Year:

The Accounting year of the society shall be the financial year commencing from 1st April of the year to 31st March of the Next Year.

7.3 Auditor

The accounts shall be audited by a qualified auditor.

7.4 Books of accounts and Inspection thereof:

The books of accounts and other statutory books are to be kept at the registered office and shall be open for inspection of any member on written request at the appointed date and time.

8. Proceedings of Meetings and Inspection thereof:

Proceedings of all meeting shall be carefully minuted in bound registers to be separately maintained for each class of meetings and kept at the registered office of the society. All proceedings shall be countersigned by the respective Chairperson of the meetings.

The proceedings shall be open for inspection of any member on written request at the appointed date and time.

9. Power and Duties of the Governing Body:

The Governing Body shall have the following powers and duties for the efficient management of the affairs of the society.

- a) To appoint employees of the society on such terms and contract as may be determined by the Governing Body.
- b) To form sub-committees for the specific purpose for the fulfillment of the objects of the society.
- c) To deal with the property of the society in the best interest of the society.
- d) To generate fund through gifts, donations and acquire property both movable and immovable in the name of the society for perpetuating the existence and activities of the society.
- e) To manage the funds and liquid assets of the society in the possible manner.
- f) To attend to members' grievances having attached top apriority to the matter.
- g) To remain duty bound and vigilant about all statutory requirements of the society.
- h) To transact all other business that may come on different situations.

10. Duties of the office-Bearers:

10.1 President/Chairman/Chairperson

- a) To act as the formal head of the society.
- b) To chair all meetings
- c) To lead in the matters of disciplinary actions in consultations with the Governing Body.
- d) To advise secretary and other office bearers as leader of the team.
- e) To call emergent meetings.
- f) To decide on special matters with prudence and dignity.

10.2. Vice-President

In absence of the President, the above duties of the president under 10.1 ibid shall apply to Vice-President.

10.3 Secretary:

- a) To convene all meetings of the society.
- b) To maintain minute books in proper order.
- c) To process membership proposals and place them before the Governing Body.
- d) To issue notices and circulars.
- e) To issue pay order and counter sign receipts.
- f). To assist President in all matters of statutory requirement.
- g) To maintain accounts and arrange audit with the help of the treasurer.
- h) To ensure efficient handling of all statutory and special matters.\
- i) To keep in touch with the Governing Body and not take decisions unilaterally.

10.4 Assistant Secretary:

In absence of the Secretary, the above duties of the Secretary under 10.3 ibid shall apply to Assistant Secretary.

10.5 Treasurer:

- a) To account for all receipts such as subscriptions, donations, grants and any other deposits and current receipts and also all payments in the nature of capital and revenue payments.
- b) To maintain cash book, ledger and other books of accounts.
- c) To plan funds of the society and prepare budgets annually.
- d) To act as joint signatory with Secretary in relations to Bank Accounts of the Society.

e) To discharge all other functions related to finance as may be delegated to him.

11. Alteration of Memorandum of association and regulations of the Society:

The provisions of section 8 and 9 shall be compiled with whenever any part of the Memorandum or Regulations shall be taken up for alteration, modification, deletion or addition etc. The Governing Body shall be authorized to process the matter subject to the approval of the general body.

12. Amalgamation with any other Society:

In case the society intends to amalgamate with any other society in future for jointly fulfilling certain objects, the Governing Body shall be authorized to process the matters subject to the approval of the general body.

13. Name of the Society to be Prominently shown:

The Society shall display its name outside the registered office and in all such places wherever the business of the society is carried on. Also, the society shall have a seal with its name engraved hereon. All documents executed of the society shall have the society's name mentioned there.

14. Suit and Legal Proceedings

All suits and legal proceedings by or against the society shall be in the name of the President, the Secretary, or any other office Bearers as may be authorized by the Governing Body. All legal proceedings should be under the jurisdiction of the Sikkim High Court.

15. Dissolution of the Society:

The Society may be dissolved by a resolution to be passed by three-fourth members of the society at a general meeting.

If after the disposal and settlement of the property of the Society and its claims and liabilities, there are surplus assets such assets shall not be paid to or distributed amongst the members of the society but shall be given to some other registered society to be determined by the votes of three-fourths of the members.

Signed by us, all of us being the first members of the Governing Body as our acceptance to the Regulations of the Society.

Sl No	Signature	Name	Post Held
1			
2			
3			
4			
5			
6			
7			

Dated:

MEMORANDUM OF ASSOCIATION

1. Name of the Society: **SIKKIM UNIVERSITY ALUMNI ASSOCIATION**

2. The registered office will be located at:

**Sikkim University
6th Mile, SAMDUR
P.O TADONG
GANGTOK**

2. The objects of the society [in terms of section 4(2) of the act]:

- a) To acquire, establish, start, run, maintain or manage University's research units, institutes, gardens, libraries, etc for the benefit of the general public.
- b) To arrange and organize lectures, debates, discussions, seminars and excursions for the diffusion of knowledge.
- c) To participate in the designing and development of University curriculum.
- d) To publish or cause to be published useful literature, papers, magazines, books etc.
- e) To study, cultivate and demonstrate the art of science and technology.
- f) To promote the advancement of literary, cultural, scientific and technical education.
- g) To inculcate literary and scientific culture amongst the youth.
- h) To teach the general public techniques through which they would be able to augment their income.
- i) To help in the studies of natural resources and to collaborate with other institutes for such studies.
- j) To propagate scientific culture and awareness through education and research.
- k) To work towards educating the common people about environment and ecology.

- l) To help the needy people of all communities in their pursuit for higher studies.
- m) To collect and preserve manuscripts, scriptures, sculptures, antiques, natural history specimens, mechanical and scientific instruments and designs.
- n) To engage and assist in such other philanthropic activities as may be deemed necessary and appropriate by the Governing Body of the Society.
- o) To collect donations, aids, subscriptions, etc for the purpose of the Society.
- p) To construct, maintain, improve, develop and alter any building, house or other works necessary for or convenient for the purpose of the Society.
- q) To do all such acts, deeds, matters and things as may be deemed incidental or conducive to the foregoing objects. The income and properties of the Society whatsoever derived or obtained shall be applied solely towards the promotion of the objects of the Society and no portion thereof shall be paid to or divided amongst any of its members by way of profits provided that nothing herein contained shall prevent in good faith or remuneration of any officers or servants or employees of the Society or of other person(S) in return of any previous services rendered to the Society.

Declarations

- A. The Association shall not take up any object for the purpose of earning of its members.
- B. The income generated from the association or properties built out of the associations' fund shall not be utilized for consumption of or distribution amongst members of the association and these shall be ploughed back to the activities of the association in their entirety for furtherance and fulfillment of the objects of the association.

4. The names of the First Members of the Governing Body:

Sl No	Name	Address	Post held in the Association
1.			President
2.			Vice-President
3.			Secretary
4.			Assistant-Secretary
5.			Treasurer
6.			Executive-Member
7.			Executive-Member

5. We, undersigned persons being associated with the foregoing objects, hereby subscribe our names to the present Memorandum of Association and intend to file it along with the copy of the Regulation for registration of the association as a Society:

Sl No	Name	Address	Occupation	Signature
1				
2.				
3				
4.				
5.				
6.				
7.				

Witness to the Signature as above:

Signature with date:

Name:

Address:

**Minutes of the meeting of the 15th Academic Council of Sikkim
University held on 13th June 2014 at Barad Sadan Building, Gangtok**

Following members were present:

- | | | |
|---|---|----------|
| 1. Prof. T.B.Subba,
Vice Chancellor | - | Chairman |
| 2. Prof. Sanjay Roy,
Deptt. of Sociology, NBU | - | Member |
| 3. Dr. (Mrs.) Lily Alley,
Principal, Sikkim Govt. College, Rhenock | - | Member |
| 4. Dr.N.R. Bhuyan
Principal, Himalayan Pharmacy Institute,
Majhitar | - | Member |
| 5. Prof. Pratap Chandra Pradhan,
Dean, School of Languages & Literature | - | Member |
| 6. Prof. A. S. Chandel,
Librarian | - | Member |
| 7. Dr. Dhaniraj Chhetri,
Dean, Students' Welfare | - | Member |
| 8. Dr. S.K. Gurung,
Controller of Examinations | - | Member |
| 9. Prof. Irshad Ghulam Ahmed,
Head, Deptt. of English | - | Member |
| 10.Dr. Subir Mukhopadhyay,
Head, Deptt. of Physics | - | Member |
| 11.Dr. Sohel Firdos,
Head, Deptt. of Geography | - | Member |
| 12.Dr. Nawal K. Paswan,
Head, Deptt. of Peace & Conflict Studies &
Management | - | Member |
| 13.Dr. V. Krishna Ananth,
Head, Deptt. of History | - | Member |
| 14.Dr. A.N. Shankar,
Head, Deptt. of Commerce | - | Member |

15. Dr. N. Sathyanarayana, Head, Deptt. of Botany	-	Member
16. Dr. H.K. Tiwari, Head, Deptt. of Microbiology	-	Member
17. Dr. Manish, Head, Deptt. of International Relations	-	Member
18. Dr. Kabita Lama, Head, Deptt. of Nepali	-	Member
19. Dr. Manesh Choubey, Head, Deptt. of Economics	-	Member
20. Dr. V. Rama Devi, Head, Deptt. of Management	-	Member
21. Dr. Durga Prasad Chhetri, Head, Deptt. of Political Science	-	Member
22. Dr. Swati Akshay Sachdeva, Head, Deptt. of Sociology	-	Member
23. Dr. Kotra Rhine Rama Mohan, Head, Deptt. of Anthropology	-	Member
24. Dr. Nutankumar S. Thingujam, Head, Deptt. of Psychology	-	Member
25. Dr. Amitabha Bhattacharya, Associate Prof., Deptt. of Physics	-	Member
26. Shri T.K.Kaul, Registrar	-	Secretary

The following members could not attend the meeting because of pre-occupation and sought leave of absence.

1. Prof. D.K. Nayak, Deptt. of Geography, North-Eastern Hill University
2. Prof. J.P. Tamang, Dean, School of Life Sciences
3. Dr. S. Manivanan, Head, Deptt. of Horticulture
4. Dr. Dilip Kumar Das, Head, Deptt. of Tourism

At the outset the Vice-Chancellor welcomed all the members of the Council specially the following new members:

1. Dr. (Mrs.) Lily Alley, Principal, Sikkim Govt. College, Rhenock
2. Dr. N. R. Bhuyan, Principal, Himalayan Pharmacy Institute, Majhitar

3. Prof. D.K. Nayak, Deptt. of Geography, North-Eastern Hill University (in absentia)
4. Prof. Sanjay Roy, Deptt. of Sociology, NBU
5. Prof. Irshad Ghulam Ahmed, Head, Deptt. of English
6. Dr. Durga Prasad Chhetri, Head, Deptt. of Political Science
7. Dr. Swati Akshay Sachdeva, Head, Deptt. of Sociology
8. Dr. Dilip Kumar Das, Head, Deptt. of Tourism (in absentia)
9. Dr. Kotra Rhine Rama Mohan, Dett. of Anthropology
10. Dr. Nutankumar S. Thingujam, Depttt. of Psychology

The Council also placed on record appreciation for contribution of the following members who completed their tenure as members of the Council:

1. Dr. M.P. Thapa, Principal, Sikkim Govt. College, Namchi
2. Fr. (Dr.) Daniel Bara, S.J., Principal, Loyola College of Education, Namchi
3. Prof. S.F. Patil, Executive Director, (Research & Training) Bharati Vidyapeeth, Pune
4. Lt. Gen. (Retd) Aditya Singh
5. Prof. Peter Ronald de Souza, Centre for Study of Developing Studies, Delhi
6. Prof. S.S. Singh, Director, National Law Institute University, Bhopal
7. Shri Tashi Densapa, Director, Namgyal Institute of Tibetology, Deorali
8. Smt. Keepu Tshering Lepcha, Social Activist & Civil Servant
9. Prof. Rajkishore Gupta, Head, Deptt. of Economics, North Maharashtra University

Thereafter, agenda items were taken up as under:

SECTION 1

CONFIRMATION OF THE MINUTES & ACTION TAKEN REPORT

AC15.1.1: *Confirmation of the minutes of the 14th meeting of the Academic Council held on 13th November 2013*

No comments have been received from any of the members of the Council on the minutes circulated on 19th Nov 2013. However, Dr. Sohel Firdos raised the issue regarding comments made by Prof. S.F. Patil during the last meeting. It was clarified by the Chairman that the comments made by Prof. Patil have been taken care of in the revised Regulation on Conduct of Examination. Thereafter minutes of the 14th meeting of the Academic Council held on 13th Nov 2012 as circulated to the members on 19th Nov 2013 were confirmed.

AC15.1.2: Action Taken Report on the minutes of the 14th meeting of the Academic Council held on 13th Nov 2013

The Chairman asked the Registrar to present the action taken report on the minutes of 14th meeting of the Council. The Council noted the action taken by the University on the minutes of the 14th meeting of the Council.

**SECTION 2
REPORTING ITEMS**

AC15.2.1: 2nd Convocation of the University

The Council noted the report of the University on the 2nd Convocation held on 9th March 2014.

AC15.2.2: Equivalence of Degrees awarded by Open and Distance Learning (ODL) Institutions on par with Conventional Universities/Institutions

The Council noted the direction issued by the UGC vide letter dated 14.10.2014 treating the degrees/diplomas/certificates awarded for programmes conducted by the Open and Distance Learning (ODL) Institutions recognized by the UGC/erstwhile DEC to be equivalent to the corresponding awards of the degrees/diplomas/certificates of the traditional Universities/Institutions in the country.

**SECTION 3
RATIFICATION MATTERS**

AC15.3.1: Maulana Azad Centre for Research on North-East India

The Council was informed that the University entered into an MoU with Maulana Abdul Kalam Azad Institute of Asian Studies, Kolkata (MAKAIAS) for academic & research co-operation which include setting up of Maulana Azad Centre for Research on North-East India to stimulate and provide research opportunities to the Post-Graduate, M.Phil and Ph.D students and also other senior researchers in increasing the effectiveness in social sciences in North-East India. The centre is expected to function as a nodal centre for co-ordinating research activities in the State of Sikkim on North-East India and its neighbourhoods. Funds will be provided by MAKAIAS as per the budget approved by the Ministry of Culture, Government of India. The Council was also informed that Dr. Manish, Associate Professor & Head, Department of International Relations will be the Co-ordinator of the Centre. For running of the centre an advisory committee has to be formed.

The Council authorized Vice-Chancellor to constitute an Advisory Committee of the said Centre. The Council ratified action taken by the Vice-Chancellor in setting up of Maulana Azad Centre for Research on North-East India in the University and appointing Dr. Manish as its Co-ordinator.

AC15.3.2: Establishment of Centre of Endangered Languages in Sikkim University

The Council was informed by the Chairman that the UGC has conveyed its approval for establishing a Centre for Endangered Languages in Tezpur University, Assam; Rajiv Gandhi University, Itanagar and Sikkim University. The objective of setting up of this centre in Sikkim University is to study, document, inventorise all the endangered languages of Sikkim and North Bengal. The three universities will work as a cluster with Tezpur University as a lead university. A sum of ₹1.80 Crores has been allocated to Sikkim University for the Centre. The quantum of the grant may be increased depending on the assessment of the capacity of the University after three years. Accordingly Centre for Endangered Languages in Sikkim University has been established vide office order no. 116/2014 dated 02.05.2014. The Chairman also informed that Dr. Samar Sinha, Assistant Professor, Department of Nepali has been appointed as Coordinator of the Centre.

The Chairman also informed the Council that the Centre would be developing multi-lingual dictionary & primer for endangered languages in Sikkim and North Bengal areas. On a question from one of members regarding list of the endangered languages, the Chairman informed that the list of endangered languages is given in the UNESCO report.

The Council ratified the action of the University in establishing Centre of Endangered Languages and appointing Dr. Samar Sinha, Assistant Professor as its Coordinator.

**SECTION 4
MATTER FOR CONSIDERATION AND APPROVAL**

AC15.4.1: Regulation for meetings of the Academic Council

The item was presented by the Registrar who informed the Council that no Regulation has been developed so far for conduct of the meetings of the Academic Council. While drafting the Regulations, the Act, Statutes, and Ordinances of the University were examined. The Acts, Statutes, Ordinances and Regulations for conduct of the meetings of the Academic Councils of some other Central Universities like Delhi University, JNU, IGNOU and Hyderabad University were also examined and accordingly draft Regulation was prepared and got legally vetted by the Legal Consultant. Each Clause of draft Regulation was read out. The Council after discussions suggested some changes at some places in the draft Regulation. The revised draft Regulation after amendments suggested by the Council as given at **Appendix-1** to these minutes has been recommended by the Council for approval of the Executive Council.

AC15.4.2: Setting up of Sanskrit Department in the University

The Chairman informed the Council that there are 29 academic departments functioning under six Schools of Studies of the University.

Eight more academic departments namely Architecture, Bhutia, Biotechnology, Lepcha, Limbu, Linguistics, Library & Information Science and Social Work have been proposed under XII Plan. But these departments have not been made functional so far. Ministry of Human Resource Development, Department of Higher Education has informed that during a national conference on “*Importance of Sanskrit in Modern Age*” held at Lucknow from 13th to 15th September 2013 in one of the resolutions adopted that there should be a Sanskrit Department in each of the Central University in the country to promote and propagate the language. Accordingly, MHRD has requested to explore possibilities of opening of Sanskrit Department in our University. The Council after due deliberations appointed a committee of the following members to look into the matter in detail and submit a report for consideration of the Council in the next meeting.

- | | | |
|---|---|----------|
| 1. Prof. Pratap Chandra Pradhan
Dean, School of Languages & Literature | - | Chairman |
| 2. Dr. Sohail Firdos
Dean, School of Human Sciences | - | Member |
| 3. Dr. Subir Mukhopadhyaya
Dean, School of Physical Sciences | - | Member |
| 4. Dr. Appalla Nag Shankar
Dean, School of Professional Studies | - | Member |
| 5. Dr. V. Krishna Ananth
Head, Deptt. of History | - | Member |

AC15.4.3: Recognition of the courses offered by Jamia Urdu Aligarh

Jamia Urdu Aligarh, a minority education institution has requested for recognition of the following courses offered by them by Sikkim University:

1. “Adeeb” which is equivalent to the High School
2. “Adeeb-e-Mahir” which is equivalent to Intermediate
3. “Adeeb-e-Kamil” which is equivalent to Bachelor in Arts
4. “ Moallim-e-Urdu” which is equivalent to Bachelor in Education

They have also enclosed a copy of Department of Personnel & Administrative Reforms OM dated 28th June 1978 which has recognized the above mentioned courses for the purpose of employment in the Central Government to the posts which require the knowledge of Urdu of the standard mentioned against each course above.

The Council after deliberations decided that the course content all these courses offered by Jamia Urdu Aligarh be obtained. The Council also noted the contents of OM dated 29th June 1978.

AC15.4.4: Syllabi revision/drafting matters

The Chairman informed that during the last semester most of the syllabi of PG courses were revised. However, during this semester efforts have been made for updating and revising syllabi of Under Graduate courses

and that of the departments of Education, Tourism and Hindi. The revised draft syllabi have been taken up, in most cases, by the Board of Studies of the respective departments and thereafter by the concerned School Boards. But in some cases like department of Education, Tourism and Hindi these have been taken up directly to the School Boards as Boards of Studies of these departments are yet to be constituted due to lack of permanent faculty members till April 2014. The Chairman also informed that in one case, the recommendations regarding revision of syllabus has come directly to the Academic Council for approval.

The Chairman then requested the Deans of the respective Schools to present the draft/revised syllabi in respect of the subjects under the School.

Dr. Sohel Firdos, Dean, School of Human Sciences presented revised syllabi of BA/BSc (Hons) in Geography; B.Sc-M.Sc integrated course in Psychology, Eastern Himalayan Studies and Environmental Studies. The Council approved the revised syllabi of the above mentioned courses/subjects.

Prof. Pratap Chandra Pradhan, Dean, School of Languages & Literature presented the draft/ revised syllabi of BA(Hons) of Bhutia, Lepcha, Limbu and Nepali; MA (Hindi) 3rd& 4th Semester; BA-MA integrated course in Chinese; BA (Hons) in English; MA (English); M.Phil and Ph.D in English. In Psychology papers III and VI would be exchanged. Linguistics paper shall be optional in all languages for colleges where a linguist teacher is not available. The syllabi were approved. The Chairman was authorized to address issues of unit headings and any other discrepancy in any syllabus.

Dr. N. Sathyanarayana, Head, Department of Botany presented on behalf of Prof. J.P. Tamang, Dean, School of Life Sciences. He presented the revised UG&PG syllabi of Zoology which were approved. He also presented UG syllabi for Botany which was approved. The syllabi for UG, PG and M.Phil/ Ph.D in Microbiology were approved. However, there were some discrepancies in IV Semester M.Sc. in Microbiology which has been suggested for 400 marks for one dissertation paper. The Council advised that only one dissertation paper be kept in the final semester and 2 theoretical papers and 1 practical paper be included. The HoD Microbiology agreed to submit the revised syllabus within 15 days.

Dr. Subir Mukhopadhyay, Dean, School of Physical Sciences presented the draft/revised syllabi of the subjects under the School of Physical Sciences. The Council approved the UG/PG syllabi for Physics and Chemistry; UG syllabus in respect of Mathematics; B.Sc-M.Sc integrated syllabus of Geology and that of BCA-MCA integrated programme in Computer Applications. The UG Syllabus for Statistics was also approved. For PG syllabus of Mathematics, the Council advised that the project work has to be of only four credits or 100 marks. Further, paper 7 of Elective Papers

will go to II Semester and paper 8 to III Semester as Open papers for students of other departments.

Dr. Appalla Nag Shankar, Dean, School of Professional Studies presented draft/revised syllabus for BA and 3rd & 4th semesters of MBA; Ph.D Programme of Management; BA and 3rd and 4th semesters of MA Education; B.Ed. and M.Ed; BPA – MPA; B. Pharm-M. Pharm; UG syllabus on Physical Education; UG, PG (III and IV Semesters) and Diploma in Tourism and Service Industry; UG in JMC; UG, PG and M.Phil/Ph.D coursework in Commerce. The draft syllabi presented were approved by the Council.

Dr. Nawal K. Paswan, Dean, School of Social Sciences presented the draft/revised syllabi of UG Hons courses in Political Science, Sociology, Economics and History which were approved. He also presented revised PG syllabi of Political Science, Sociology and History which were approved. In Political Science and Sociology the restructured syllabi were approved. Syllabus of M.Phil/ Ph.D. in Political Science was also approved. In MA Syllabus for Peace & Conflict Studies and Management syllabus drafted by Dr. Salvin Paul for one optional paper and the draft syllabus for 'Advanced Commercial Law: Law of E-Governance' prepared by Dr. Nidhi Saxena for LLM Course were also approved.

It was decided that the syllabi approved would be codified by a committee headed by Dr. N.K. Paswan after which they would be formatted and edited. The Council authorized the Chairman to form a Committee for this purpose. The Council also authorized the Chairman to do the needful regarding the syllabi approved by the Council. It was also decided that on account of the University's academic calendar, the Summer School programme of professional courses would be converted into Winter Schools and the minimum credit of fieldwork/ practical/ internship/academic tour would be of 1 credit.

TABLE ITEM

AC15.4.5: Registration of two supernumerary candidates for Ph.D. Programme in the Department of Botany

Dr. N. Sathyanarayana, Head, Department of Botany presented the item. He informed that University had admitted two supernumerary candidates for Ph.D. programme in the Department of Botany during the academic year 2013. The candidates are already engaged as research scholars in two reputed institutions and does not require any scholarship/funding and resources from the University. He informed that for getting registered in the Ph.D Programme of the University it was necessary to inspect and determine that adequate facilities are available in such institutes. A local committee consisting of faculty members of Botany inspected the research facilities of those institutions on 16th May 2014 (Padmaja Naidu Himalayan Zoological Park), Darjeeling where Mr. Bhupen Roka is carrying out

research work and on 19th May 2014 (Ashoka Trust for Research in Ecology and Environment or ATREE, Development Area, Gangtok) where Ms. Karuna Gurung is carrying out her research work. The Committee members observed that the facilities and resources available to these two students are adequate and satisfactory and recommended for registration of two candidates for Ph.D programme in Department of Botany as under:

1. Ms. Karuna Gurung under Dr. Santosh Rai, Assistant Professor
2. Shri Bhupen Roka under Dr. Dhaniraj Chhetri, Associate Professor

The Council approved the recommendations of the committee and also the registration of Ms. Karuna Gurung and Mr. Bhupen Roka for Ph.D programme in Department of Botany.

SECTION 5 MINUTES OF AUTHORITIES / COMMITTEES

AC15.5.1: Minutes of the 1st Meeting of the College Development Council held on 30th May 2014

The Council considered the minutes of the 1st meeting of the College Development Council held on 30th May 2014 and approved the following recommendations of the College Development Council.

1. Under Graduate Education Policy Review:

- The Council approved the recommendations of the College Development Council

2. Uniformity in BA-LLB programme in Sikkim University and Sikkim Government Law College, Burtuk

- The Council noted the recommendations of College Development Council to maintain status quo for the current year and develop an integrated calendar for College and University for BA-LLB. However, in view of the difficulties that may arise in doing so, the house agreed to the suggestion of the Deptt. of Law, SU, to migrate to BBA-LLB from the next academic year.

3. Inclusion of method papers taught in B.Ed Colleges in the School Boards of the University

- The Council approved the recommendations of the College Development Council.

4. Teacher requirement in Courses

- The Council approved the recommendations of the College Development Council.

The Council also decided that henceforth all matters relating to affiliated colleges shall be considered by the College Development Council instead of Affiliation Committee, which stands dissolved forthwith.

AC15.5.2: Minutes of the 2nd Meeting of the Affiliation Committee held on 29th May 2014

The Council considered minutes of the meeting and approved the following:

- Grant of temporary affiliation to Sikkim Government College , Burtuk for the Academic year 2014-15
- The Council accepted the recommendations of the Affiliation Committee for grant of permanent affiliation to Loyola College of Education, Namchi
- The Council also accepted the recommendations of the Affiliation Committee for introduction of B.Sc in Psychology and B.Sc in Computer Science in Sikkim Govt. College, Rhenock from the academic session 2014-2015.
- The Council also accepted the recommendations for grant of temporary affiliation to the following colleges for the Academic session 2014-15.
 - Sikkim Government B.Ed College Soreng
 - Himalayan Pharmacy Institute, Majhitar
 - Sikkim Government College, Gaylshing
 - Sikkim Government College, Rhenock
 - Sikkim Government College, Namchi
 - Pakim Palatine College, Pakyong; and
 - Damber Singh College

Temporary affiliation is subject to compliance with the observations made in the inspection reports. The Council also decided that the observations made in the Inspection reports be sent to the Principals, Chairmen of Governing Body and Directorate of Higher Education, as the case may be, for improvement.

- The Council also approved the recommendation of the CDC to constitute a special inspection team for thorough inspection of Pakim Palatine College and Damber Singh College to assess the sustainability of the Colleges.
- The Council also approved that those colleges who have been granted permanent affiliation may also be inspected once in three years.
- The Council also approved the recommendation of the Affiliation Committee that the fee structure charged from students by the missionary/private colleges be approved by the University prior to implementation from academic session 2015-2016. The members nominated to the governing body of private colleges would also be reviewed and wherever possible new members be appointed.

SECTION 6
ITEMS FROM THE CHAIR

AC15.6.1: List of examiners for approval by the Academic Council

The list of examiners for Undergraduate, Post Graduate and M.Phil/Ph.D Courses was placed on the table by the Chairman and the Council approved the same.

AC15.6.2: Retention period for records of Examination Department

The Council after deliberations recommended for approval by the Executive Council the retention period of the following records of the Examination department:

Sl. No.	Nature of records	Retention Period
1	Used answer books	One year after the declaration of the semester results
2	Old question papers	Immediately after the semester examination is over. Set of 10 question papers to be preserved permanently
3	Used registration forms and copy of migration certificates received	One year after the registration is over
4	Old semester programme cards	Immediately after the declaration of the semester results

AC15.6.3: Introduction of M.Phil/ Ph.D in the affiliated Colleges

Himalayan Pharmacy Institute, Majhitar pointed out that Ph.D programme was carried out in the Institute when College was affiliated to North Bengal University. It desired to have permission for Ph.D. Programme in Pharmacy in the institute. Similarly Harkamaya College of Education has also asked for introduction of M.Phil in the College. Similarly qualified teachers in various colleges which have projects from DBT, DST having research scholar in the project undergoing Ph.D will have the supervisor from Sikkim University and the Project Investigator as joint supervisor. The Council deliberated on the issue. It was pointed out that projects of DBT, DST etc are research projects and are not meant for Ph.D. or M.Phil degree. The Council after deliberations authorized the Chairman to constitute a committee to look into the matter.

AC15.6.4: Adoption of Central Govt. Rules for employees (teaching and non-teaching) of Sikkim University

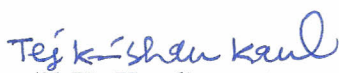
The Chairman informed the Council that Section 5 (xxiii) of Sikkim University empowers the University to lay down conditions of service of all categories, including their code of conduct. Statutes, Ordinances and Regulations do not cover all the aspects of service conditions of the employees. As a practice we follow Government of India Rules wherever, Act/Statutes/Ordinances/ Regulations are silent and have accordingly asked for formal adoption of Government of India Rules for our employees

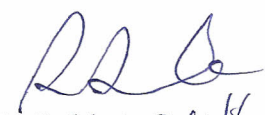
for the purposes where our Act/Statutes/Ordinances/ Regulations are silent.

1. General Financial Rules
2. Fundamental Rules
3. Supplementary Rules
4. Central Civil Services (Conduct) Rules
5. Central Civil Services (Classification Control & Appeal) Rules

The Chairman also informed that matter was discussed with office-bearers of SUTA on 23rd May 2014. Though they were positive in their response for adoption yet they wanted to take up the matter in the General Body and report thereafter. However, in a letter dated 9th June 2014, SUTA did not accept adoption of service rules given in the agenda stating that these are meant for governing the personnel of Central Civil Service employees whose job is mainly administrative and the rules meant for governing central civil service employees may not be in consonance with requirement of the University teachers. They have further suggested to adopt such rules form other central universities or develop our own rules. The Chairman informed that it is not practically possible to incorporate each and every detail of the service conditions in the Ordinances. Moreover, service conditions have to be in conformity with the policy of Govt. of India. In so far as the academic affairs are concerned, these have been clearly spelt out in Statutes/Ordinances/Regulations of the University and supplemented by the UGC Regulations. There were other members who favoured for adoption of these rules as there are ample protections to the employees in the stated Central Government Rules. A few members demanded some more time to think over it. In order to have a consensus, it was decided that this matter would be considered again in the next meeting of the Academic Council.

The meeting ended with a vote of thanks from the Chair.


(T.K. Kaul)
Registrar & Secretary


(T.B. Subba) 20/6/14
Vice-Chancellor & Chairman

Regulations for the meetings of the Academic Council

(Section 23 of SU Act & Statute 13)

1. The Academic Council shall ordinarily meet atleast two times in a calendar year or at such times as may be decided by the Vice-Chancellor.
2. The Vice-Chancellor shall be the Chairman and the Registrar shall be Secretary of the Academic Council.
3. The date of the meeting of the Academic Council shall be fixed by the Vice-Chancellor, who is the Chairman of the Academic Council.
4. The Registrar shall issue the notice of the meeting as per directions of the Chairman at least 21 days before the meeting indicating the date, venue and time of the meeting. The agenda to be discussed at the meeting shall be circulated atleast 7 days before the meeting. Sending of agenda through e-mail to the members shall be deemed to have been circulated.

Provided that it shall be open to the Chairman, at his discretion, to bring up such item(s) which are urgent and important in nature for consideration at the meeting itself. The Chairman may, with the consent of the Council, withdraw any item(s) already circulated for deliberations at the meeting and may defer deliberations on any item for the next meeting.

5. A special meeting of the Academic Council may be convened by the Registrar on a day to be fixed in consultation with the Vice-Chancellor if a request to this effect is received in writing from not less than 1/3rd of the total members of the Academic Council. Members requisitioning such a special meeting shall indicate the agenda item(s) which they propose to discuss at the meeting, and the special meeting shall consider only those item(s).

Provided that a special meeting shall not be held unless 1/3rd of the members who requisitioned such meeting are present.

6. One-third of the existing members of the Academic Council shall form a quorum for a meeting of the Academic Council.

Where the meeting of the Academic Council has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the Chairman may decide. A notice for the adjourned meeting shall be sent to all the members of the Academic Council. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.

If deliberations on the agenda item(s) remain inconclusive on the day of the meeting, the meeting shall be continued on the next day or on some other

day as the Chairman may decide. No quorum shall be required for the continued meeting and shall restrict its deliberations to the agenda circulated earlier except with the permission of the Chairman.

7. The conduct of the business in the meeting of the Academic Council shall be regulated by the Chairman.
8. Each member shall be required to observe the decorum during the conduct of meetings and shall confine his/her discussion to the views relevant to the matter. S/he may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.
9. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.
10. Where a matter is to be considered by the Academic Council, it shall be open to the Chairman to obtain the approval of the members of the Academic Council by circulation. In that event the draft resolution shall be circulated together with the explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by the majority of the members of the Academic Council.
11. The minutes of the meeting shall be prepared by the Registrar, who shall submit the same to the Chairman for his approval. The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any, received from the members shall be considered at the following meeting of Academic Council before those are confirmed.
12. A member, other than ex-officio, may resign from the membership by giving notice in writing to the Registrar and such a member shall cease to be member from the date of receipt of his resignation by the Registrar.
13. The power to amend, repeal or add to these Regulations shall vest with the Executive Council.
14. These Regulations shall come into force from the date of their approval by the Executive Council.